

AUDITOR/CONTROLLER-RECORDER**BUDGET UNIT: RECORDS MANAGEMENT (IRM ACR)****I. GENERAL PROGRAM STATEMENT**

Records Management, an internal services fund, is responsible for storage of vital documents and records destruction. This division relocates inactive files from County departments into a central storage facility, where the files are maintained and made accessible to user departments upon request. The division also identifies records eligible for destruction based on schedules established by the owning agency.

II. BUDGET & WORKLOAD HISTORY

	Actual 1999-00	Budget 2000-01	Actual 2000-01	Budget 2001-02
Total Operating Expense	128,430	126,077	120,832	131,400
Total Revenue	132,470	131,400	123,356	131,400
Revenue Over(Under) Expense	(4,040)	(5,323)	(2,524)	-
Budgeted Staffing		2.0		2.0
<u>Workload Indicators</u>				
Shredding/reams	47,146	46,000	47,853	46,000
Storage/cubic	35,659	36,000	30,906	36,000

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)**PROGRAM CHANGES**

Effective at the start of fiscal year 2002, approved by mid-year action by the Board of Supervisors on May 1, 2001, this budget unit now falls under control of the Auditor/Controller-Recorder. This budget unit previously was under the County Library.

GROUP: Fiscal
DEPARTMENT: Auditor Controller Recorder
FUND: Internal Services IRM ACR

FUNCTION: General
ACTIVITY: Records
Management

	2000-01 Actuals	2000-01 Approved Budget	2001-02 Board Approved Base Budget	2001-02 Board Approved Changes to Base Budget	2001-02 Final Budget
<u>Appropriations</u>					
Salaries and Benefits	40,885	64,727	64,727	(6,355)	58,372
Services and Supplies	79,947	61,350	64,112	8,916	73,028
Total Operating Expense	120,832	126,077	128,839	2,561	131,400
<u>Revenue</u>					
Current Services	123,356	131,400	131,400	-	131,400
Total Revenue	123,356	131,400	131,400	-	131,400
Revenue Over(Under) Exp	(2,524)	(5,323)	(2,561)	2,561	-
Budgeted Staffing		2.0	2.0	0.0	2.0

AUDITOR/CONTROLLER-RECORDER**Total Changes Included in Board Approved Base Budget****Base Year Adjustments**MOU/Inflation

Services and Supplies	2,762	Increase in Property Insurance
Total Appropriation Change	2,762	
Total Revenue Change	-	
Total Change	-	
Total 2000-01 Appropriation	126,077	
Total 2000-01 Revenue	131,400	
Total Revenue Over(Under) Exp	(5,323)	
Total Base Budget Appropriation	128,839	
Total Base Budget Revenue	131,400	
Total Revenue Over(Under) Exp	(2,561)	

Board Approved Changes to Base Budget

Salaries and Benefits	(6,355)	
	<u>(6,355)</u>	
Services & Supplies	(46)	Decrease in Comnet Charges
	30	Increase in General Office Expense
	(20)	Decrease in Presort & Packaging Charges
	(400)	Decrease in Courier & Printing Charges
	2,000	Increase in Outside Temp Help
	616	Increase in Professional Services
	7,036	Increase in County Svcs including COWCAP
	<u>(300)</u>	Decrease in General Maintenance-Equipment
	<u>8,916</u>	
Total Appropriation	<u>2,561</u>	
Total Revenue	<u>-</u>	
Revenue Over(Under) Exp	<u>2,561</u>	